

## **Agenda**

### **I. Resources (including what is on the WEB) and requirements of the AOC**

9:00 Welcome Janice Walker

9:15 Personnel Resources Judy Beutler

9:35 How Technology works for the Courts Bill Miller

9:55 Trial Services and its Resources Sheryl Connolly

10:20 Break

10:30 What are your Benefits Eileen Jansen

10:50 Public Information and the Courts Janet Bancroft

11:10 Judicial Branch Education Carole McMahon-Boies

11:30-12:15 Court Procedure and Where do the Court Clerk's offices fit in the overall court scheme in Nebraska

12:15 Lunch

Your role as supervisor—Evaluations & Discipline

Judy Beutler—Lunch with Clerk Magistrates

Lunch for employees other than Clerk Magistrates:

Dealing with Conflict—Elmer Miller

1:00 Breakouts

### **Education tracks for breakouts:**

**1:00-1:50**

Choose one from list

- 1. Open to really new employees—JUSTICE—The basics--** what is the system -- How do you access manuals & what do they contain

**Employees here more than 9 months—**

2. Probate
3. Juvenile Law—including out of home placements
4. Condemnation
5. Adoption Checklist
6. Routing the Transcript
7. Jury Management Training—required by Supreme Court rule  
for anyone having contact with deliberating jurors
8. Open to Clerk Magistrates only:  
Who you Gonna call—An Introduction to the Clerks in the  
Know-Clerk Magistrate Orientation Committee

Who can help with financial issues—Patricia Langer  
Collection of money

1:50- 2:00 Break

2:00-2:50 **Repeat of the foregoing breakouts**

2:00-2:50 Clerk Magistrates only

Quasi Judicial Functions:

Arraignments

Search Warrants—What is probable cause?

Weddings,

Temporary Custody—

Judge Brodbeck & Clerk Magistrates Orientation Committee

3:00-4:15 Diversity and Dealing with Self Represented Litigants

4:15-4:45 Drug Courts and Mediation Services.

Scott Carlson and Debora Brownyard